

Government of the People's Republic of Bangladesh
Ministry of Environment, Forest & Climate Change
Administration-2 Section
www.moef.gov.bd

Record No. 22.00.0000.000.052.25.0001.25.467

Date: 15 September 2025

To: Chief Accounts and Finance Officer
Ministry of Environment, Forest and Climate Change
Segun Bagicha, Dhaka

Subject: **Government Order (GO) for Participation in the *International Visitor Leadership Program (IVLP)*, Washington, D.C., USA (20 September – 11 October 2025)**

The undersigned is directed to convey the approval of the Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh, for the following official to participate in the *International Visitor Leadership Program (IVLP)*, to be held in **Washington, D.C., United States of America**, from **20 September to 11 October 2025**. The official has been invited by the U.S. Government under IVLP to deliver her project "*Wildlife Strategies to Promote National Security and the Prosperity*" and to exchange views with American leaders and colleagues.

Name & Designation	Office	Program Details
Ms. Fa-Tu-Zo Khaleque Mela Wildlife Biodiversity & Conservation Officer (Passport No. E00 181 052)	Wildlife & Nature Conservation Circle, Forest Department, Bana Bhaban, Agargaon, Dhaka	Washington, D.C., USA: 20 September – 11 October 2025 (International Visitor Leadership Program – IVLP)

This approval is accorded under the following terms and conditions:

2. Terms and conditions
 - i. The official will commence her journey to the United States on or around 19 September 2025 and return on or around 12 October 2025, depending on travel convenience;
 - ii. The entire duration of the visit, including travel and transit, shall be treated as on duty;
 - iii. She will draw her pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
 - iv. All expenses related to her participation in the program, including international airfare, domestic travel, per diem, travel allowances, cultural and educational allowances, and other logistical costs, will be borne entirely by the U.S. Government (Organizer). **There will be no financial involvement from the Government of Bangladesh;**
 - v. She will not stay abroad beyond the approved period (except for travel time);
 - vi. She must report back to her office immediately upon completion of the program; and
 - vii. She is required to submit a report on the program to the Administration-2 Section of the Ministry of Environment, Forest and Climate Change within seven days of her return.
3. This order is issued with the approval of the competent authority.

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15.09.2025
Jesmin Nahar
Deputy Secretary
Phone: 02-55100257
Email: admin2@moef.gov.bd

Copy for kind information and necessary action (Not in order of seniority):

1. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
2. H.E. Ambassador of Bangladesh to the United States of America, Embassy of Bangladesh, Washington, D.C., USA.
3. H.E. Ambassador of the United States to Bangladesh, U.S. Embassy, Dhaka.
4. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
5. Director General, Department of Immigration and Passports, Dhaka.
6. Chief Conservator of Forests, Forest Department, Dhaka.
7. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
8. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
9. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
10. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
11. Ms. Fa-Tu-Zo Khaleque Mela, Wildlife Biodiversity & Conservation Officer, Wildlife & Nature Conservation Circle, Forest Department, Bana Bhaban, Agargaon, Dhaka.
12. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
13. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


15.09.2025

Jesmin Nahar
Deputy Secretary

